

UI Debalers 2.0

Instrumentation and Data Collection for Debaler Project Meeting minutes

Location: Zoom

Date: 9-16-2020

Attendees: Evan Allen, Nathan Stout, Benjamin Zimmerman, Hope de Avila. & Cobi Brower

Time: 3:00-4:00 p.m.

• Meeting Agenda

- Minutes of first meeting turned in (DUE 9-15-2020) [Discuss any new business on the submission]
- Budget Estimations and Submission (DUE 9-17-2020) [Edit/complete project budget]
- Schedule Client Meeting and Prepare materials and questions
- Work on project schedule for the semester/year

• Meeting Notes

- Discussed submission as well as feedback and corrective action needed to make minutes more professional
- It is important to make more descriptive notes to help team understand exactly what happened in the meeting
- The team looked over the budget and made sure that the entered information/values are reasonable
- This is a tough ask because we have not met with the client, but we did our best to get some good estimations. Also, we are unsure how much is allotted to us, is it \$1500? Or \$750? And does the University take any of that? These questions were sent to Dr. Brian. The budget will be emailed to Dr. Brian tomorrow and can be found in the Debaler_2020 folder in the OneDrive
- Prepared 20 questions for the client and discussed email that was sent to him.
- An email was sent by member Nathan to the client today. He will let the team know when the client can meet with us and we will pick a date to meet.
- 20 questions were created and saved in the Debaler_2020 folder in the OneDrive. The questions cover design goals and order of importance, types of controls wanted, and what the final product should look like.

- The project Schedule was discussed and it was decided that a Gantt Chart will be created after the client meeting.

- **Action Items In-Progress**

Action Item	Personnel Responsible	Status	Deadline
Budget	Hope de Avila	Complete	9-17-2020
Schedule	Nathan Stout	In Progress	10-1-2020
Client Meeting Prep (Team)	All Members	Complete	9-17-2020

- **New Action Items**

Action Item	Personnel Responsible	Status	Deadline
Client Meeting Prep (Individual)	All Members	In-Progress	9-18-2020
Client Meeting	All Members	NA	Unknown
Product Development Requirements	All Members	Not Started	9-24-2020